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PROFESSIONAL SUMMARY

Experienced Contract Management professional with over 18 years of expertise in the construction industry, specializing in gas and combined cycle power plants, as well as renewable energy projects. Adept in contract negotiations, cost optimization, cost estimating, vendor management, and ensuring successful project delivery within scope, time, and budget constraints. With more than 10 years of experience as a Construction Site Supervisor under the Tehran Engineering Organization, I have developed a solid foundation in overseeing civil engineering and construction projects, ensuring adherence to quality control standards, implementing safety protocols, and compliance with project specifications. Holding a Level 1 Construction Supervision and Execution Certification from the Tehran Engineering Organization, I possess a strong track record in managing construction sites, directing subcontractors, and mitigating risks effectively.

I have successfully managed over 30 projects, from initial design and specification review to subcontractor scope control, risk mitigation, and cost management. Key achievements include reducing project costs by 4% through effective vendor negotiations and maintaining on-time project delivery even under challenging conditions. I am highly skilled at identifying process improvements, optimizing resource allocation, and leading project teams to successful outcomes. Currently seeking a challenging position within a dynamic organization where I can apply my extensive expertise in construction contract management, project coordination, civil supervision, and site management, while continuing to grow professionally within the Canadian construction sector.

Work experiences

CIVIL & Erection Contract Manager

Mar 2020 - Present

MAPNA Group (MD1)

MAPNA MD1 specializes in the construction of gas and combined cycle power plants, renewable energy farms, and high-voltage substations. As the Director of Construction Contracts Affairs in the Procurement Deputy, I have been responsible for overseeing the preparation of contractual documents, including letters of agreement, general and private conditions, specifications and scope, cost estimating, identification of qualified contractors, preparing inquiry documents, holding inquiries, and conducting contractual negotiations. Additionally, I have played a central role in preparing tender documents, organizing tenders, and managing the contract award process. I have coordinated kick-off meetings, temporary handover sessions, and final handover meetings to ensure smooth transitions between project phases.

I also manage change orders, scope adjustments, project delays, and claims analysis, ensuring that contract terms are adhered to. I work closely with project managers to ensure proper contract execution, mitigate risks, and ensure projects remain on schedule and within budget. My role includes overseeing delay analysis, implementing project control strategies, and managing scope changes. I lead a team that reviews project status, assesses contractor performance, and ensures that all documentation for adjustments is properly maintained.

Key Responsibilities and Achievements:

- **Project Control & Delay Management:** Led the development and implementation of delay analysis procedures, ensuring effective tracking and resolution of project delays to avoid cost overruns.
- **Scope Management & Adjustments:** Oversaw scope changes, ensuring that any modifications were properly documented and reflected in the project schedules and budgets.
- **Contract Adjustments:** Managed contract amendments and price adjustments, ensuring compliance with original contract terms.
- **Tender Management & Contract Awards:** Prepared and managed the tendering process, including the preparation of tender documents, organizing the tenders, and conducting evaluations for contract awards.
- **Kick-off & Handover Meetings:** Coordinated and led kick-off meetings at project initiation, as well as temporary and final handover sessions to ensure smooth transitions between project phases.
- **Cost Control & Savings:** Negotiated with contractors to achieve a 10% reduction in overall project costs through value engineering and cost control techniques.
- **Claims Management:** Led the team in reviewing and resolving contractor claims, mitigating potential disputes and reducing risk exposure.
- **Team Leadership:** Directed a team of 5 professionals in document preparation, contractor evaluations, budget analysis, and claims assessments.
- **Contractor Negotiations:** Achieved over \$1 million in cost savings by negotiating favorable contract terms and improving vendor relationships.
- **Invoice Evaluation & Automation:** Coordinated the automation system for evaluating invoices, streamlining the process and increasing efficiency in contract management.
- **Procurement & Vendor Management:** Represented the company in high-value transactions, including the barter of aluminum ingots worth approximately \$10 million.
- **Organizational Collaboration:** Participated in the organizational guidelines preparation team and was a member of the value engineering committee, helping to optimize project workflows.

Senior Contracts Specialist MAPNA Group (MD1)

Aug2013-Mar 2020

MAPNA Group MD1 is a leading organization specializing in the construction of gas and combined cycle power plants, renewable energy farms, and high-voltage substations. In my role as a Senior Contracts Specialist within the Procurement Department, I was responsible for managing the full contract lifecycle across multiple high-value projects. This included drafting and negotiating contractual documents, overseeing contractor selection, and ensuring compliance with organizational standards and project requirements.

- **Key aspects of my role involved:**
 - Tendering and Contract Preparation.
 - Preparing and reviewing comprehensive inquiry and tender documents.
 - Conducting bid evaluations and facilitating contractor selection for consultancy, geotechnical studies, steel structures, and construction packages.
 - Leading contractual negotiations and concluding agreements with vendors and contractors.
- **Contract Administration and Execution:**

- Monitoring contract performance to ensure alignment with project scope, timelines, and budgets.
- Managing contractor claims and disputes, including cost analysis, risk mitigation, and dispute resolution strategies.
- Supervising contract adjustments, including cost escalations and scope changes, to reflect project realities.
- **Team Leadership and Coordination:**
 - Guiding a multidisciplinary team to streamline contract execution and vendor evaluations.
 - Training junior contract specialists and standardizing processes to enhance efficiency.
- **Key Achievements:**
 - Successfully managed contract portfolios across 10 major projects, encompassing 15–20 contract packages per project.
 - Standardized contractual processes across the organization, reducing negotiation times by 15%.
 - Developed phased contracts for the SABALAN combined cycle power plant, effectively addressing project budget uncertainties.
 - Played an instrumental role in implementing an automated invoice evaluation system, improving contract administration efficiency.

This position strengthened my expertise in comprehensive contract management, particularly in adapting to complex project requirements and ensuring successful delivery under challenging conditions.

CIVIL & CONSTRUCTION Supervisor
MAPNA Group (NYP)

Sep 2011 - Sep 2013

In this role, I was responsible for overseeing civil and structural execution works for major units at Pars Oil & Gas Co.'s Phase 13 refinery. My key responsibilities included supervising the execution of civil works, such as site preparation, excavation, underground piping, grading, framework, reinforcement, concreting, brickwork, plastering, road infrastructure, and pavement, with a specific focus on ensuring the quality of all construction activities.

Key Responsibilities:

- Supervised the civil and structural works for key refinery units, including Units 121, 123, 124, 126, 127, 128, 129, 130, and 134, within Phase 13 of the Pars South Gas Refinery Project.
- Led the execution of over 7,000 cubic meters of concrete pouring and the construction and installation of over 4,000 tons of steel structures.
- Ensured adherence to safety, quality control, and engineering standards for all structural elements and civil works.
- Conducted thorough review and analysis of construction plans, drawings, and daily work schedules for laborers and foremen.
- Supervised the execution of concrete and steel structure works, ensuring compliance with approved specifications.
- Collaborated with the quality control team to oversee the quality of concrete structures and steel works, addressing and resolving any issues related to structural integrity.
- Played a key role in monitoring project progress, tracking milestones, and ensuring on-time completion of key structural works.

- Managed site logistics and ensured that materials, tools, and workforce were allocated efficiently.
- Conducted regular site inspections to verify that work was being carried out in accordance with approved plans and safety standards.

CONSTRUCTION Supervisor MAPNA Group (NASB NIROO)

2009 - 2011

NASB NIROO company is one of the leading construction companies in Iran, specializing in the execution of large-scale industrial and civil construction projects. As a Construction Supervisor, I was responsible for overseeing and executing all aspects of construction work for the MAPNA Locomotive Factory in Karaj. Key responsibilities included:

- Supervising site preparation, excavation, and grading for foundational works.
- Managing framework installation, reinforcement, and concrete pouring for various structural components.
- Overseeing brickwork, plastering, and other finishing activities with attention to detail.
- Coordinating road infrastructure development and pavement construction within the project site.
- Ensuring quality control of executed structures, particularly in reinforced concrete and steel works.
- Planning daily tasks and managing teams of foremen and workers to meet project deadlines.

EDUCATION

Construction Management in Civil Engineering (Master degree) Sep 2014- Feb 2017
Islamic Azad University of Noor, Mazandaran, I.R.IRAN

Civil Engineering (Bachelor's degree) Sep 2007- Sep 2009
SAROYEH, Sari, Mazandaran, I.R.IRAN

Civil Engineering Technician (Collage) Sep 2005- Sep 2007
Islamic Azad University of Noor, Mazandaran, I.R.IRAN

SKILLS

Core Skills

- **Team Collaboration:** Strong experience leading and working in multicultural and multidisciplinary teams to deliver construction projects successfully.
- **Risk & Claim Management:** Expertise in identifying, assessing, and mitigating construction and contractual risks as well as resolving claims and disputes to minimize project impacts.
- **Problem Solving:** Proven track record of resolving technical and operational issues effectively under tight deadlines.
- **Contract Management:** Deep knowledge of FIDIC, NEC, and other contract standards, with extensive experience in drafting, negotiating, and managing construction contracts.
- **Project Budgeting & Cost Control:** Expertise in preparing, monitoring, and optimizing budgets to ensure financial compliance and project profitability.
- **Construction Supervision:** Proven track record in overseeing construction activities, including quality assurance for concrete and steel structures, ensuring compliance with safety and environmental standards.

- **Project Scheduling & Planning:** Proficient in developing detailed schedules, resource allocation, and milestone tracking using MS Project and Primavera P6.
- **Quality Assurance & Control:** Skilled in implementing quality control standards, reducing non-conformances, and maintaining project integrity.
- **Stakeholder Management:** Strong communication and negotiation skills, ensuring alignment with clients, contractors, and regulatory bodies.
- **Technical Documentation:** Proficient in preparing technical specifications, tender documents, and project reports.

Technical Skills

- **Project Management Tools:**
 - Advanced: MS Project, Primavera P6 (Basic Familiarity)
- **Microsoft Office Suite:**
 - Advanced: Word, Excel (pivot tables, advanced formulas), PowerPoint, Outlook
 - Basic: MS Visio (for flowcharts and process mapping)
- **Design & Drafting Tools:**
 - Intermediate: AutoCAD 2D (for basic technical drawings and layouts)
- **Data Analysis & Reporting:**
 - Proficient in analyzing construction data, preparing reports, and visualizing project performance metrics.
- **Operating Systems:**
 - Intermediate knowledge of Windows operating systems and troubleshooting.

Professional Credential

AutoCAD 2D: Proficient in using AutoCAD for technical drawings and construction layouts.

FIDIC Contracts: Familiar with the application of FIDIC standards in construction contracts.

Occupational Safety Practices: Working knowledge of safety protocols and standards in construction.

Practical Knowledge of PMP Standards: Hands-on experience in project management aligned with PMBOK.

Construction Supervision Certification: Level 1 Construction Supervision and Execution Certification in Civil Engineering, Tehran Engineering Organization.

Contract Management Training: Delivered over 700 hours of professional training on contract management, payment statement preparation, delay analysis, and claims management to more than 200 trainees at the Civil House Institute.

Certified Instructor: Accredited by The National Planning and Budget Organization of IRAN as an instructor in contract management and construction claims.

Career Objective & Aspirations

With extensive experience in construction contract management, civil supervision, and project execution, I am eager to leverage my skills and expertise in a dynamic role in Canada. While my background is rooted in contract management, I am open to roles where I can apply my expertise in construction contract management, project coordination, and civil supervision to make a meaningful contribution while continuously growing within the Canadian construction industry. My experience includes overseeing civil construction sites, ensuring quality, safety, and compliance with project specifications. I am committed to continuous professional development to align with Canadian industry standards and thrive in a variety of roles, both supervisory and managerial. Adaptable, quick to learn, and passionate about delivering impactful results, I am excited about the opportunity to make a meaningful contribution in my next role.